

POSITION DESCRIPTION



Position title	Senior Aquatic Instructor
Position level	ASALC Level 4 (ASTC EA)
Position number	ASALC014
Responsible to	Team Leader Learn to Swim
Position status	Part-Time (20 hours per week)
Position description approved	 Date: 13/10/2026

Primary Objective

Located at the Alice Springs Aquatic & Leisure Centre (ASALC) and within the Community Development Directorate, this versatile position will assist the Team Leader Learn to Swim with the development, programming and delivery of aquatic programs to satisfy community needs. A particular focus of this role will be placed on coordinating, delivering and reporting on school swimming lessons, while assisting in other programs as necessary.

Key Responsibilities

- Under the general direction of the Team Leader Learn to Swim, plan and deliver Learn to Swim sessions within the School Swimming Program, catering to a range of ages and abilities.
- Assist with and deliver other swimming programs such as learn to swim, infants and toddlers and all-abilities lessons as able and within qualifications.
- Contribute to the continuous improvement of swimming programs by providing feedback, implementing enhancements, and evaluating program outcomes.
- Support the Team Leader Learn to Swim with school booking administration, data collection, reporting requirements, program coordination and staff rostering as appropriate.
- Maintain positive relationships with school representatives and ensure the smooth day-to-day operation of school swimming programs on pool deck.
- Ensure aquatic program equipment is maintained in a safe and operational condition, reporting defects or maintenance requirements to the Team Leader Learn to Swim.
- Supervise participants, respond to individual needs, and ensure a safe and inclusive learning environment at all times.
- Educate facility patrons about safe aquatic practices in a professional manner.
- Assist in development and delivery of Professional Development opportunities.
- Take reasonable care for your own health and safety, as well as that of others.
- Follow health and safety instructions and comply with relevant workplace policies, procedures, and emergency protocols.

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- Report hazards, incidents, accidents, and near-misses to your Manager/Supervisor promptly.
- Perform other duties within capabilities and/or consistent with the level of this position as required.

Supervisory Responsibilities

- Casual Aquatic Program Instructors as directed by the Team Leader Learn to Swim.

Qualifications

- AUSTSWIM Teacher of swimming & water safety (or relevant qualifications)
- AUSTSWIM Teacher of infants. (desirable)
- Current National Criminal History check (less than 6 months old).
- Current Working with Children Clearance (Ochre card).
- Current Provide First Aid and CPR (minimum).

Selection Criteria

Essential

1. Demonstrated experience conducting swimming instruction sessions for participants of a variety of levels.
2. Relevant recent experience delivering and assessing skills and progress of program participants and devising an appropriate development plan.
3. Ability to develop positive relationships with staff, customers, external organisations, and industry networks.
4. Excellent interpersonal and communication skills, including intermediate computer literacy. Able to interpret the needs of facility users and interact with them in a friendly, caring and respectful manner.
5. Ability to provide effective supervision of facility patrons and respond effectively to customer needs, in accordance with Royal Life Saving practices.
6. Ability to effectively educate facility users regarding aquatic safety and facility regulations
7. Ability to work within a Monday to Friday roster, with flexibility to adjust hours to meet operational and program requirements.
8. Demonstrated digital literacy, including proficiency in Microsoft Office applications (particularly Excel, Outlook and Teams), email communication, online booking systems, and data management platforms
9. AUSTSWIM Teacher of swimming & water safety or equivalent qualification
10. Current National Criminal History check (less than 6 months old).
11. Current Working with Children Clearance (Ochre card)

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12. Current Provide First Aid and CPR (minimum)

Desirable

1. Minimum 6-months experience as an Aquatic program instructor
2. Other relevant AUSTSWIM Swim qualifications
3. Experience and ability to work in a cross-cultural environment.

ACKNOWLEDGEMENT

I have received a copy of this Position Description and have read and understand its contents.

Employee Name _____::FIRSTNAME:: ::LASTNAME::_____

Signature _____::SIGNATURE::_____ Date _____